



## Ebor Academy Trust - Pre-School Guidance for Arrival & Collection

### **Arrival**

Staff members are aware of how many children are registered for each session. This is recorded on our noticeboard and any children who have not arrived within fifteen minutes of the session starting will be marked as absent. Please let us know in advance if your child will not be attending a booked session.

When dropping off your child, please inform a member of staff if someone other than you is picking up. You will be asked to complete a form specifying who (see below). Children will not be allowed to leave with an adult if we have not been informed previously.

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Please also let us know of any problems / illnesses when you drop off so that we are aware of how your child is feeling when they arrive with us.

A member of staff will open the door at the start of the session. They will remain at the door until the adults have left, at which point it is locked. The building can only be accessed by the front door from this time.

### **Departure**

A member of staff will open the door at the end of the session. The member of staff remains at the door to greet parents, discuss any problems that have arisen, share positive highlights from the day but also ensure that no child leaves the building with anyone other than the specified adult. Another member of staff stands on the door to the outdoor classroom, and will ensure that no child leaves the outdoor classroom unless accompanied by an adult. In the outdoor classroom another member of staff will be playing with and ensuring the safety of the children whilst waiting for their parent / carer.

Each member of staff is aware of their children's attendance; they are to ensure that each child is clean tidy and ready for collection, any medicines, information sharing sheets, and all belongings are ready to go, always giving feedback to the parent on the child's day.

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We will only let your child leave with the registered person(s). If we have been informed by the registered person(s) of an alternative adult, we will let the child leave with the alternative adult but we will need to know who they are. We will need to see identification if you are an unfamiliar person to the setting.

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In the event of a person collecting a child that is not on the registration form, we will ask the parent to fill in a form 'Collection of a Child/Parental Consent', it will state the name of person collecting, their relationship to the child and the parent's signature.

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Children cannot leave with anyone under the age of 16 years old.

In an emergency where the parent was unable to fill in a form, we would ask the parent over the phone for a description of the person collecting, ID and as much information as possible.

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It is a parent's responsibility as to the wellbeing of their own child on leaving the setting as once out of the premises they are no longer in our care.

If a child is not picked up at their designated time of departure a senior member will contact the parent to see if there is known reason as to why their child has not been collected.

Failing to contact all persons on registration forms, we will contact the relevant authorities. Two senior staff will stay at setting with the child if this is after closing until the relevant authorities have contacted the parent or arrived at the setting.

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We will, as carers, always remain calm as to not alert the child concerned.

Under no circumstances will a child be allowed to depart from the preschool unless it is with a previously identified authorised person.

Staff must always be vigilant and aware of a child leaving the setting and who they answer the door to. If a child is collected early they must ensure the child is signed in and out on room registers both a.m. and p.m., being aware of how many children are in a room at all times. A child will never be left alone within our setting.

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### **Child protection**

Children will often let us know of any problems and will confide in us through talk, body language or role-play. Our prime responsibility is the welfare and the wellbeing of all the children in our care. As such we believe that our duty to the children and parents/carers is to act quickly and responsibly in any instance which may come to our attention. If staff has a cause to be concerned that a child in our care may be subject to any form of abuse, we will follow the child protection procedures and inform social services.